

# Sage One

Online accounts  
for start-ups and  
small businesses

sage



# About Sage One

A woman with long red hair, wearing a blue sleeveless top, is working in a workshop. She is holding a large, white, circular fabric piece with a floral pattern. The workshop is filled with various materials, including rolls of fabric and framed pictures on the wall. The background is slightly blurred, focusing attention on the woman and her work.

Sage One is a family of online accounts software that helps you manage your business finances. Designed for small businesses, there's a range of options to help you manage everything from cash based accounting, through to VAT and international trading.

Sage One is easy to use, with no jargon or confusing processes, just an easy way to get things done. And it's backed up by free 24/7 telephone and email support.

# Why choose Sage One?

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## **The freedom to work when and where you want to**

All Sage One services are online. You can access your accounts online, anywhere and at any time, from any internet-enabled device, including PCs, Apple Mac laptops and desktop computers, smartphones, Apple iPad and other tablets.

## **Get help whenever you need it**

Everyone needs a helping hand sometimes. That's why you get free telephone and email support included with Sage One. That's 24 hours a day, 7 days a week, 365 days a year, from the lovely people in our award-winning, UK-based contact centre.

## **Never worry about losing your accounts data**

With Sage One, all your data is secure and backed up, so there's no need to worry about losing it or having to re-install it from a backup disk. It's just there for you to work with, whenever you need it.

## **No software to install – ever**

Because Sage One is online, you can start using it straightaway - there's nothing to download or install. That means when we update or improve things, you get the benefits immediately. We keep your software up to date with legal changes, so you don't have to do anything.

## **Get more out of your accountant**

With Sage One, you can invite your accountant to work with you securely on your business finances. Less time spent in meetings means more time that your accountant can spend helping you keep your business on the right track.

## **Spread the cost of your software**

Paying a small amount each month means you can spread the cost of your software, rather than spending a larger amount up front.

## **Use Sage One Accounts as much as you like**

With Sage One, there's no limit to how many transactions you can process each month, so there are no barriers to your business success.

## **Streamline your business**

Sage One offers a number of ways to make business easier. For example, you can integrate with Sage Pay to take customer payments online or by phone. If you employ people, you can link up your accounts with Sage One Payroll, which means fewer manual updates.

## **No commitment free trial**

Try Sage One for free for 30 days. You won't need to provide any payment details until your trial has finished and you decide to keep using Sage One.

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“ It's just so incredibly easy. Everything is just right there in front of you. Even if you get stuck, the support is there 24/7, and they're always so friendly and helpful.”

**Gareth Molyneux, Sage One customer**



# Sage One Cashbook

**An easy online accounts service that helps you manage the money coming in and going out of your business. Sage One Cashbook is perfect for sole traders who need to complete annual tax returns.**

- Record money in and money out
- Collaborate with your Accountant
- Helps organise your tax self-assessment
- Free 24/7 telephone and email support

From  
**€6**  
per month

**Ideal for:** Sole Traders and cash-based businesses with no accounts experience who need to do annual tax returns or work closely with an accountant.

With Sage One Cashbook you can:

## Work with your accountant online

Sage One Cashbook gives you a simple way to record all of the money in and out of your business and your accountant can log in to see that information too. That means they don't need to chase you for your receipts and they can do what you pay them for quickly and easily.

## Do cash-basis accounting

We designed Sage One Cashbook for businesses that do cash-basis accounting. You can simply record what you've paid into and out of your bank, and let Sage One do the rest.

## Record all of your customer details in one place

It's really straightforward to keep all your customer contact details together, so you can find them when you need to. You can also create a statement to show the payments they've made. If they're someone you do regular business with, Sage One Cashbook can send that to your customer automatically, saving you time.



“ It’s so great to have everything in one place, it’s easy to use and everything is very logical.”

**Gemma Trower, Sage One customer**

Get an easy-to-understand overview of how your business is performing

# Sage One Cashbook Continued

With Sage One Cashbook you can:

## **Get the insight you need to keep your business in tip-top condition**

The simple reports in Sage One Cashbook let you see where your money is going. So you can see where you can save money or become more efficient. Quickly view your income and expenses and get an indication of profit for the month and year to date. You can also run a full Profit and Loss report.

## **Get up and running in no time at all**

You can quickly add your customers and suppliers to Sage One with a simple data import wizard.

## **Quickly see your income and expenses**

When you log into Sage One Cashbook, the first thing you'll see is an overview of your income, expenses and profit for the month and year to date. You'll also see a snapshot of the money in your current account, making it easy to keep track of your finances.



Simple reports to keep on top of your business

# Sage One Accounts

**An online accounting service for small business owners who want greater control of their finances, but don't necessarily have an accounting background or time for software training.**

- Calculate and submit your VAT return online
- Create sales invoices
- Track expenses and purchase invoices
- Profit and loss and balance sheet reports

From  
**€12**  
per month

**Ideal for:** Start-ups and small businesses who need to create invoices, manage finances and your VAT

With Sage One Accounts you can:

## Manage your VAT

Sage One Accounts makes completing your VAT return really straightforward. It generates your return based on the information you've entered and supports all major VAT schemes. You can then choose to submit your return direct to ROS (Revenue Online Service). When VAT changes, rates are automatically altered with no effort required from you.

## Keep track of your customers and suppliers

Adding customer and supplier details to Sage One Accounts not only means they're all in one place and easy to find, but also makes it even quicker to create invoices and record payments.

## See at a glance how your business is performing

Quickly view your sales, expenses and profit for the month and year to date, all from one easy-to-understand summary screen. If you're VAT registered, Sage One will also tell you how many days are left before your VAT period ends.

## Record all the money leaving your business quickly and easily

Sage One Accounts makes it quick and easy to record all the money leaving your business; it's our way of helping to numb the pain. And if it's something like a direct debit or standing order, all you need to do is tell Sage One Accounts how often it comes out of your bank, and it'll do the rest until you tell it to stop.



See at a glance how your business is performing

“It was easy to use, intuitive and when I did get stuck a couple of times, the Customer Support Team were excellent and sorted me out. It was easy to set up and so we were up and running in no time, which with a growing business, there is no time to stop.”

**Trudy Jacklin, Sage One customer**

# Sage One Accounts Continued

With Sage One Accounts you can:

## Work with your accountant online

Having all of your accounts online with Sage One can make working with your accountant effortless. If they're a registered Sage One accountant, you can give them access to your financial information immediately; no more dropping receipts off at their office. Your accountant can access your accounts in real time to make sure everything is accurate.

## Organise your finances

If you want to show a bank manager or potential investor your financial data, Sage One Accounts can help you put everything you need in a simple format.

## Straightforward bank reconciliation

Sage One Accounts is written in plain English, but one accounting term we kept in is 'bank reconciliation'. We make it as simple as possible, it's step-by-step and straightforward. Just get your bank statement and get going.

## Keep a tight rein on your business finances

With Sage One Accounts you can run a series of reports that give you, your accountant or anyone else (including the bank manager) all the information needed. These let you see the detail behind your business finances, and are a good way to find out how much you've spent on things like rent or travel expenses.



Produce and submit a VAT return in 4 simple steps

# Sage One Accounts Extra

**Sage One Accounts Extra is an online accounting service for businesses that want to trade abroad, control shared accounts data and get insight into financial forecasts.**

- Manage international trading
- Manage more than one business
- Controlled multi-user access
- Plan ahead with financial forecasts

For a limited time  
**€25**  
per month

Sign up & enter your Direct Debit details, or upgrade to Sage One Accounts Extra between 4th June and 4th September 2014 and following your free 30 day trial, pay just €25 a month (normally €33 a month). T&Cs apply.

With Sage One Accounts Extra you can:

## Easily manage international trading

Sage One Accounts Extra makes it really easy to keep track of foreign sales, purchases and VAT. Produce invoices in foreign currencies or enter invoices received from foreign suppliers and exchange rates and gains and losses are automatically calculated. Sage One also helps you comply with VAT laws on selling goods and services inside and outside the EU.

- Record sales and purchases in multiple currencies
- Exchange rates and exchange rate gains and losses are calculated automatically
- Calculate VAT for EU and non EU sales and purchases

## Open up your finances

As your business grows, you may realise you can't do everything yourself but still want to maintain control. Sage One Accounts Extra opens up business accounts to multiple users, while offering control over exactly what each person can see and do.

- Allow trusted users secure access to your accounts data
- Control exactly what each person can see and do
- Maintain an audit trail to see what's happening to data

## Manage more than one business

You may be involved in more than one venture and need to account for them separately. With Sage One Accounts Extra, you can set up multiple businesses and manage them with a single login.



Summary screens to help you drill down into your business performance

# Sage One Accounts Extra Continued

With Sage One Accounts Extra you can:

## Plan for the future with financial forecasts

Cash flow is critical for any business. Not only does Sage One Accounts Extra provide an accurate and up-to-date picture of the current cash available today, but it also allows you to forecast your future cash flow position over the coming months.

- Estimate how much cash the business will have or need
- Use recurring receipts and payments and invoice due dates to calculate net cash flow
- Adjust cashflow forecasts to reflect future income and costs you need to plan for such as investments and expansion plans

## Analyse your business performance

When it comes to analysing costs and profits, you may want to break that down by department, project, market sector or

other variables. Sage One Accounts Extra gives you complete flexibility to define how to analyse your accounts to see which areas of business are performing well and where there's scope for improvement.

## Manage data quickly and easily

Quick entry tools allow you to enter high volumes of data, enter transactions created on external systems or make simple adjustments to customer or supplier accounts. And customisable views mean that users can quickly see the information they need, prioritising what's important to them and eliminating other distractions.

## Faster and easier bank reconciliation

To help speed up bank reconciliation, you can import business banking statements and automatically match them up with your accounts information.



Get a clear view of your cashflow

“The best thing about Sage One is how easy it is to use. We have never been one for accounts and figures so having something that is so easy to understand makes our lives so much easier.”

**Jodie and Stella Kean, Sage One customers**

# Sign up for your free trial

For more information on the Sage One accounts range – the complete, online accounting service for growing start-ups and small businesses, visit **Sageone.ie**

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Ready to run your business the easy way? Simply choose your Sage One service and try it now for free, with our no-commitment trial.

**Sage One Cashbook** |

**Sage One Accounts** |

**Sage One Accounts Extra** |

If you're an accountant or bookkeeper and want to find out more please visit [sage-exchange.co.uk/SageOne](https://sage-exchange.co.uk/SageOne)